

" EXAMPLE "
PHILIP MORRIS U.S.A.
INTER-OFFICE CORRESPONDENCE
RICHMOND, VIRGINIA

To: . S. E. Rickerson, Esq.
From: . L. M. Cummings *Jews*
Subject: . RECORDS MANAGEMENT PROGRAM IMPLEMENTATION STATUS REPORT

Date: January 12, 1990

This is a report of the status of the implementation of the Records Management Program in the Employee Relations Department sixty (60) days from commencement.

In summary, implementation is progressing on schedule and with few problems. The Records Management Program Implementation Team is doing an excellent job in assuring that the Records Management Program is implemented in accordance with Company policy and procedure and that all Employee Relations employees are informed and aware of the importance of this program.

1. Training.

29 training sessions have been given

Of 508 employees in the department, 102 have received training

All formal training sessions have referred to the disposal suspension requirements

2. Volume of records classified, labeled, and inventoried (35% complete).

44,613 linear inches of hard copy

369 floppy diskettes

18 microfilm rolls

32,000 microfiche sheets

12 video tapes

3. Volume of records transferred to storage.

None

4. Volume of records disposed (4% of total).

5,377 linear inches of hard copy

9 floppy diskettes

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5. Volume of records retained in the department (total minus 3 and 4 above).

109,969 linear inches of hard copy

6,343 floppy diskettes

30 microfilm rolls

97,255 microfiche sheets

663 linear inches of x-rays

3,569 linear inches of slides

31 computer tapes

5,211 video tapes

127 audio tapes

6. Estimate of space savings or increased space consumption once program is fully implemented.

Based on the "RULE OF THREES", 84,495 linear inches of file space should be eliminated upon full implementation.

7. Estimate of actual out-of-pocket expenses and man-hours, or other costs, expended by the department on implementation of program.

1794 man-hours

8. If possible, estimate of cost savings in the department once program is fully implemented (not including expenses incurred in implementation).

To date, 5378 linear inches of records have been disposed during the implementation process. Based on this figure, the following cost savings may be realized:

- A. 5378 linear inches of records is equivalent to sixty standard four-drawer letter-size filing cabinets. The average cost of the filing cabinets is \$249.30 per cabinet. Turning in sixty filing cabinets for reissue may result in a savings of \$14,958.
- B. In-department filing and file maintenance costs are \$13.00 per linear inch per year. The elimination of 5378 linear inches may result in savings of \$69,914.
- C. Sixty filing cabinets as described above require 396 square feet of floor space. Class A office space in the Richmond metropolitan area is valued at approximately \$110 per square foot. This space may be utilized for more productive purposes and may result in a savings of \$43,560.

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9. Briefly describe what has been done in the department to implement the program and how it was done.

Formal training for all Records Coordinators

Additional in-depth informal training upon request

Measure total record holdings by media type

35% of records classified, labeled and inventoried

4% of records disposed

10. Describe what items still need to be done before full implementation of the program is complete.

Classify, label and inventory remaining departmental records (65%)

Train additional employees (informal training)

Finalize and approve all Records Retention Schedules

Transfer and dispose all inactive and obsolete records

11. Estimate when the items described above will be completed, and where appropriate provide a schedule/timetable for full implementation of the program in the department.

June 30, 1990

12. Comments or suggestions. How can the Records Management Program be made even better? What else does the department or area need to make the program a success?

Continued support of upper management to assure that all employees remain committed to the Records Management Program

A more well-defined and centralized Records Management Department would expedite the implementation process, program maintenance, and the functional area audits

An employee totally dedicated to the management of Philip Morris USA records, along with centralized inactive records storage, would be beneficial to the overall Records Management Program

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Attached are copies of the implementation status reports submitted by the Records Representatives for each directorate.

Attachments: Employee Relations Directors Only

c: L. A. Bowman, Jr.
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